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ROUTING AND TRANSMITTAL SLIP		Date
		27 December 1989
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
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Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1. FOR ACTION

SUSPENSE: 8 January 1990

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
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5041-102

GPO : 1987 O - 196-409

OPTIONAL FORM 41 (Rev. 7-76)
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FILE: OVM-39-1-AR
OTE - 0058 - 89
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~~CONFIDENTIAL~~OTE 89-0058
20 December 1989

MEMORANDUM FOR: Deputy Director for Science and Technology
Director, Foreign Broadcast Information Service
Director, National Photographic Interpretation Center
Director of Development and Engineering
Director of Research and Development
Director of SIGINT Operations
Director of Special Projects
Director of Technical Service
Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Planning and Coordination, DCI

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FROM:
Program Management Training Division
Office of Training and Education

SUBJECT: Candidates for Strategic Planning Seminar

1. Three pilot runnings of a Strategic Planning Seminar developed under a DDS&T contract are being offered by the Program Management Training Division (PMTD), OTE. Firm schedules based on speaker availability are:

23-26 January 1990
20-23 February 1990
06-09 March 1990

25X1

3. The course was originally designed for improving strategic planning skills in the DS&T, and was based upon interviews with top management of the DS&T, analyses of current DS&T planning practices and procedures, and reviews of the context of similar programs offered at leading U.S. business schools and private institutions. Presently, broader attendance is suggested. The seminar will be presented to 30 participants. Based on DDS&T guidance, each DS&T office is to provide three candidates for each of the three pilot

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runnings. The remaining nine billets are allocated with some flexibility and the following allocation is suggested: DA (2), DI (2), DO (2), DDP&C (1), and DS&T staff (2).

4. The seminar is structured for Senior Agency participation, i.e. office directors, deputy office directors, group chiefs and their deputies, and division chiefs.

5. Each office or directorate will be assessed \$1000/participant.

6. Please submit your names to PMTD/OTE, 626 Chamber of Commerce no later than 12 January 1990.

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